

JUN 11 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Security Safehouse Project  
(Extension of Authority)

25X1C 1. AUTHORITY. On 11 February 1952, a project was approved by the Assistant Deputy Director (Administration) authorizing the operation and maintenance of a safehouse for a period of six months to provide proper custody of [redacted] On 29 May 1952 and 30 July 1953, extensions of the original project were approved authorizing annual expenditures not to exceed \$16,520.00. The current extension expires 30 June 1954.

25X1C 2. NATURE OF PROJECT. To provide for the secure custody [redacted] in a safehouse located in close proximity to Washington, D. C. as security and operational requirements may demand. Control and supervision of the project will be exercised exclusively by the Security Office.

3. REQUIREMENTS. To extend the project for a period of one year expiring 30 June 1955 and to authorize annual expenditures at the level originally approved.

4. FINANCIAL JUSTIFICATION. All expenses in connection with the operation and maintenance of the safehouse will be borne by the Security Office from funds which may be allocated for that purpose. It is estimated that expenses for Fiscal Year 1955 will amount to approximately \$12,000.00 as follows:

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<u>Category of Expense</u>	<u>Amount</u>
a. Travel and Per Diem	\$ 450.00
b. Communication Services	75.00
c. Rents and Utilities	5,600.00
d. Contractual Services	
One Caretaker (full time)	\$1,800.00
One Housekeeper (part time)	780.00
Miscellaneous Contractual Services	<u>1,920.00</u>
	4,500.00
e. Supplies and Materials	1,000.00
f. Equipment	<u>375.00</u>
<b>ESTIMATE OF TOTAL EXPENSE FOR PROJECT</b>	<b>\$12,000.00</b>

Messrs. [redacted] Chief, Administration and Training  
 Staff; [redacted] Chief, Administration and Training  
 Staff and [redacted] Chief, Administration and Support Branch, have been delegated as approving officers for obligations incurred in connection with the project.

Sheffield Edwards  
 Director of Security

APPROVED: 151 L.H. White  
 Deputy Director (Administration)  
 16 June 1954

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